

## Administrative Assistant / Receptionist

The Lake County Commissioners are seeking an experienced full-time administrative assistant / receptionist for the administrative offices of the Commissioners. Under direction performs a wide variety of clerical and secretarial tasks in the Commissioners' Office. Responsibilities include: providing customer service to all guests and visitors of the Commissioners' Office, answer incoming phone calls and directing these phone calls to the proper personnel, opening and sorting mail, and scheduling and performing various administrative tasks as needed. Candidate will perform secretarial duties that require a high degree of confidentiality, have the ability to work under pressure of deadlines and the ability to exercise discretion.

Computer skills including experience with Word and WordPerfect a must.

The successful candidate must exhibit strong communication and composition skills, proofing and editing skills for professional business correspondence. Previous work experience in areas of public administration preferred. Strong interpersonal skills and high degree of phone etiquette and professionalism are needed. Salary commensurate with experience and qualifications. Candidates may send resumes to the Lake County Commissioners' Office, Attn. Kelly Andino, Human Resources Administrator, 105 Main St., Painesville, Ohio 44077, by January 8, 2016.

EQUAL OPPORTUNITY EMPLOYER  
M.F.V.H.